

SAMPLE LETTER TO AFFECTED PUBLIC AGENCIES
Pursuant to Government Code Section 65863.10

(use owner's business letterhead)

Date

Affected Public Agency Name
Affected Public Agency Address

Dear City Mayor **OR** County Board of Supervisors Chairperson (*insert name*);

RE: (*insert project name, street and mailing addresses*)

The owner of the above mentioned privately owned multifamily rental project intends to prepay a government-assisted mortgage on _____ **OR** terminate Section 8 *project*-based rental subsidies on _____ **OR** prepay the mortgage **AND** terminate Section 8 on _____ (*insert applicable prepay/opt-out dates*).

This six-month **Notice To Affected Public Agencies** is sent to the jurisdiction where the project is located. The purpose of the notice is to assist localities in their efforts to preserve or replace at-risk projects and protect tenants. This notice provides localities with the following detailed information about the project and the tenants:

- Number of affected tenants _____ (*insert total number tenants*)
- Number of assisted units _____ (*insert total number of assisted units*)
- Number of bedrooms in assisted units (*include as **Attachment A***)
- Type of federal assistance provided by program type _____ (*insert the type of federal assistance, i.e. Section 236, Section 221(d)(3), HUD Section 8, IRS Section 42, Section 8 New Construction*)
- Number of units not assisted _____ (*insert number of non-assisted units*)
- The age and income of all affected tenants (*include as **Attachment B***)
- A narrative description of the owner's plans, including: (*include as **Attachment C***)

The timetable for governmental action (i.e. renewal of Section 8, sale to a qualified public agency, etc.);

The reason for termination or prepayment (i.e. convert to market rate, sale to a non-qualified entity, etc.); and

A listing of any other contacts being made with governmental agencies or others (i.e. negotiations with HUD for mortgage restructuring or the Mark-To-Market Program, State Tax Credit Allocation Committee ((TCAC), HCD's Multifamily Program).

- Copies of required federal notices to tenants at least 150 days and not more than 270 days before mortgage prepayment and at least twelve months prior to Section 8 opt-out (*include as **Attachment D***).

Please contact the owners or agent directly (*insert names, business addresses, phone and fax numbers, and/or email addresses*) for additional information or clarification:

Sincerely,

Owner or his/her agent of government assisted multifamily rental housing project

Name (*print or type*) _____

Address (*print or type*) _____

ATTACHMENT A: Number of bedrooms in assisted units

ATTACHMENT B: Age and income of all affected tenants

ATTACHMENT C: Owner's plans

ATTACHMENT D: Copies of federal notices

cc: Local Housing Authority Director
California Department of Housing and Community Development, Division
of Housing Policy Development, Attention: PRESERVATION
Department of Housing and Urban Development (HUD) Field Office